



604.00 General Food Services Management and Operations

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

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604.00-1 Policy

- I. The Hendry County Sheriff's Office Jail system food services shall be supervised by a food service contractor experienced in food services management, trained in culinary services and holding a Professional Food Manager Certification as required by FAC 64-11.012. The food service contractor shall maintain complete and accurate records utilizing budgeting, purchasing and accounting practices.
- II. Food Services shall use budgeting, purchasing, and accounting practices that include, but are not limited to the following:
 - A. Food expenditure cost accounting designed to determine cost per meal.
 - B. Estimation of food service requirements.
 - C. Purchase of supplies at wholesale prices and under favorable conditions.
 - D. Determination and responsiveness to inmate eating preferences.
- III. Refrigeration and storage of food, with specific storage periods.
- IV. Contract food service staff and inmate workers utilizing food service equipment, shall be trained in the use of the equipment and safety procedures to be followed in the food service area.

604.00-2 General Responsibilities

- I. The contractual food service purveyor is responsible for providing qualified personnel for managing and directing the preparation and serving of food. Food preparation will be by, or supervised by qualified contractual food service employees trained in culinary services.
- II. Contractual food service purveyors shall meet or exceed the Department of Health and Rehabilitative Services standards for food preparation, dietary allowances, and manner of service, equipment used, and sanitary conditions.
- III. The facility is responsible for providing an adequate inmate labor force of kitchen workers. The facility is also responsible for routine repair and maintenance of equipment and for ensuring all food service equipment is of such material, design, construction,

workmanship and/or installation as to permit full compliance with all provisions and rules.

604.00-3 Contract Food Services Responsibilities

The food services contractor is primarily responsible for organizing and sanitation and administering the food service management system, and compliance with applicable safety, sanitation, and health codes. The food services contractor shall:

- I. Ensure that the system of dietary allowance is reviewed at least annually by a registered dietician or qualified nutritionist, and complies with nationally recommended food allowances.
- II. Plan menus and conduct menu evaluations to ensure proper food portion control.
- III. Accompany the Department of Health and Rehabilitative Services inspector during quarterly inspections.
- IV. Ensure staff and visitors are served the same meal served to inmates.
- V. Be responsible for the following:
 - A. Requisition and inventory all food supplies.
 - B. Food expenditure cost accounting estimates designed to determine cost per meal.
 - C. Estimation of food service requirements.
 - D. Purchase of supplies at wholesale prices and under other favorable conditions when possible.
 - E. Determination of and responsiveness to inmate eating preferences.
 - F. Proper storage and refrigeration of foodstuffs.
 - G. Strict control of special food items.
- VI. Be responsible for inventory control:
 - A. Count and inspect food products received from vendors to ensure agreement with purchase orders, quality and quantity.
 - B. Inspect dairy and bakery items for freshness (checking expiration dates).
 - C. Inventory stock regularly and prepare cycle menus to ensure there is little or no out dated stock.
 - D. Inventory special food items daily and submit a report to the Jail Administrator, or designee regarding any discrepancies.
- VII. Maintain records to include:
 - A. Menus (including special diets)
 - B. Inventories
 - C. Requisitions
 - D. Meals served (including the number of inmate and staff meals served daily)
 - E. Cost of each meal
 - F. Type of meal served
 - G. Inspection reports

604.00-4 Food Services Deputy Responsibilities

Food Service Deputies (Third Floor) shall be responsible for the following:

- I. Security/Operation:

- A. Monitor inmate workers entering or exiting the food service areas.
 - B. Search inmate workers exiting the food service area on a random basis.
 - C. Ensure inmate workers are wearing their I.D. wristbands at all times.
 - D. Do not allow inmate workers not assigned to the food service area, or those not scheduled for work, to enter food service areas.
 - E. Control entry to food storage areas, ensuring areas are locked when not in use.
- II. Equipment Control:
- A. Maintain strict control and accurately account for cutlery (knives, meat cleavers, slicer/dicer blades, and other sharp utensils) stored in the locked shadow board located in the kitchen office. All equipment issued to inmate workers shall be recorded on the *Knife Inventory Log*, and a continuous inventory shall be maintained.
 - B. Maintain strict key control.
 - C. Maintain a procedure for accounting for juice containers, utensils, and trays after each meal.
- III. Sanitation:
- A. Ensure food service area and equipment cleanliness is maintained.
 - B. Ensure trash, garbage, and other refuse is removed as necessary to prevent safety or sanitation hazards.
 - C. Ensure garbage and trash is placed in the appropriate containers and that the containers are emptied at least daily and thoroughly cleaned when emptied.
 - D. Ensure the serving line is cleaned after each meal.
 - E. Ensure serving utensils, trays and juice containers are delivered to the kitchen for cleaning.
 - F. Ensure the kitchen is thoroughly cleaned after each meal.
- IV. Safety:
- A. Check fire extinguishers daily for tampering.
 - B. Ensure a fire evacuation plan for the food service area is posted in a conspicuous place.
 - C. Document all accidents and injuries, and incidents occurring in the food service area.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards
FAC 64-11.012

FCAC:

N/A

PREA:

N/A

Forms:

Knife Inventory Log

Other Policy/ Procedure References:

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